

**PRASAR BHARATI
(INDIA'S PUBLIC SERVICE BROADCASTER)
PRASAR BHARATI HOUSE
Copernicus Marg, New Delhi.**

No.A-10011/09/2021-PPC

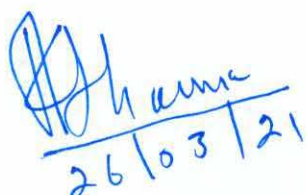
Dated: 26/03/2021

OFFICE MEMORANDUM

Subject : Transfer Policy for regular employees in Prasar Bharati

The Transfer Policy of Prasar Bharati is issued in supersession of all the earlier policies on transfer issued by MIB (issued before formation of Prasar Bharati), DG: AIR/ DG: DD or as available in AIR Manual.

1. **Applicability of transfer Policy:** This transfer policy is applicable to an employee of Prasar Bharati and those on deemed deputation to Prasar Bharati.
2. **Categories for Transfer:** The transfer will generally be carried out under the following categories:
 - (a) Transfers on administrative requirements which may be carried out to meet specific requirement of post or desirable expertise, due to promotion, abolition of post, repatriation or for other administrative exigencies like disciplinary proceedings, vigilance cases, serious complaint cases etc. in accordance with the guidelines/ instructions issued from time to time.
 - (b) Rotational transfer, which may be carried out after completion of post or station tenure.
 - (c) Request transfer, which may be carried out considering the request of individual employee. The request may be based on the circumstances like serious/terminal illness, extraordinary disabilities of self/family members, single/widow lady officer, working spouse, superannuation within 2 years etc., subject to administrative feasibility.
3. **Periodicity of Transfers:** Except for transfers/ postings on administrative grounds (as mentioned in para 2(a)) or request transfers (as mentioned in para 2(c)), or any other extra ordinary reason in public interest, the general transfers may be undertaken normally twice in a year during the month of April and October.
4. **Procedure to follow:**
 - (a) All willing employees may submit their requests to respective Head of Office (HOO), who in turn will forward it to the Zonal Head (Admin), along with their remarks/ recommendations, and supporting documents, if any. For employees with all India transfer liability, the requests of field offices will be forwarded by Zonal Head (Admin) to the DG: AIR/DG: DD/ PB Secretariat as the case may be, in the prescribed proforma (Annexure-I).


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- (b) A correct and complete data base is a sine qua non for implementing the transfer policy. Therefore, it may be ensured that the database containing the profiles of all employees is created and regularly updated.
- (c) An index card (Annexure-II) for each employee may be maintained at Directorate or Zonal Office as the case may be. This index card will contain the record of the employee's previous postings/transfers.
- (d) A request register may be maintained by concerned staff section dealing with the transfers.
- (e) The transfer may be carried out in accordance with the guidelines enshrined in the Transfer Policy and/ or instructions issued by PBS from time to time and to be considered and recommended by a committee of Officers constituted by the competent authority for consideration and approval by the concerned competent authority.
- (f) All requests received up to 10th March and 10th September of each year may be processed on merits and in accordance with well laid down transparent and objective criteria/ norms and Transfer Orders may be issued in the month of April & October of each year.
- (g) Generally, the controlling officer will relieve the transferred employee within 15 days as per PBS order No. Misc-1/10011/32/2019-PPC dated 10.12.2019.

5. Normal Tenure for posting:

- (a) The Normal Tenure for posting at Most Difficult Stations will be 1 year and at Difficult Stations will be 2 years. The Normal Tenure for stations which do not fall in Category of Difficult or Most Difficult stations will be 4 years.
- (b) Tenure for a post identified as sensitive shall be 3 years or as per guidelines issued by CVC from time to time.
- (c) For the purpose of determining the date of completion of the tenure at difficult/ most difficult station, all kinds of leave availed by an officer after posting to difficult/most difficult station will be excluded except the leave availed by him during such posting to the extent of "Earned Leave/ Half Pay Leave" earned by the Employee at that station.

- 6. Difficult Stations:** The stations/Kendras situated in the territories of the following States/Union Territories and not included in Most Difficult Stations are categorized as Difficult Stations:

S. No.	State/Union Territory	S. No.	State/Union Territory
1	Andaman & Nicobar	7	Manipur
2	Arunachal Pradesh	8	Meghalaya
3	Assam	9	Mizoram
4	Jammu & Kashmir	10	Nagaland
5	Ladakh	11	Sikkim
6	Lakshadweep	12	Tripura

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7. **Most Difficult Stations:** The stations/Kendras situated in following locations are categorized as Most Difficult Stations:

S. No.	Location/State	S.No.	Location/State
1	Bhimbargali/ Jammu & Kashmir	10	Mon/ Nagaland
2	Churachandpur/Manipur	11	Nongstoin/ Meghalaya
3	Gurej/ Jammu & Kashmir	12	Saiha/ Mizoram
4	Himotingla/ Ladakh	13	Tawang/ Arunachal Pradesh
5	Kargil/ Ladakh	14	Teethwal/ Jammu & Kashmir
6	Kupwara/ Jammu & Kashmir	15	Tuensang/ Nagaland
7	Leh/ Ladakh	16	Uri/Green Ridge/ Jammu & Kashmir
8	Lunglei/ Mizoram		
9	Mokokchung/ Nagaland	17	Williamnagar/ Meghalaya

8. **Inter-Zonal Transfer:**

- Inter Zonal transfer for the staff transferrable within the zone, may be considered after at least completion of three years of service in the Zone for which he/she has been selected.
- Such employees /Officers may be transferred, keeping in view the administrative exigency of the parent zone, for a period of 5 years, extendable up to 7 years by CEO and thereafter they will be reposted to their parent Zone. Their seniority will remain intact in their original Zone only.

9. **Request Transfers:**

- The Employees desirous of seeking transfers on completion of their tenure at normal, difficult or most difficult station, can file their applications for transfer to station of their choice, indicating at least 3 stations (different cities) in the order of preference. The representation without 3 different cities shall not be considered. Further, it may not always be feasible to post a person at desired station and in such case; they may have to either overstay or may have to opt for more choices.
- The Employees desirous of seeking transfers on request/ compassionate grounds/ medical grounds/disability etc. can file their applications for transfer to station of their choice. Their request will be considered keeping in view the availability of vacancies and other administrative exigencies. However, the Transfer Committee may consider such requests sympathetically and to the extent possible administratively.

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10. Request Transfer on spouse grounds:

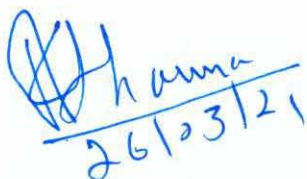
- (a) Transfer/posting of Husband & Wife at the same station may be considered, subject to availability of vacancies and other administrative exigencies, duly keeping in view the instructions issued by PBS/MIB/DoPT from time to time.
- (b) While administratively, it may not be possible in all cases to ensure posting of such an employee/officer at a place of his / her choice, a sympathetic view may be taken, on the merits of each case and accommodate such requests for posting to the extent possible.

11. Request Transfer on disability grounds:

- (a) The employees with disabilities/having children with disability or care giver of dependent with specified Disability, in accordance with the orders/ instructions issued by DOPT from time to time and as certified by the certifying authority as a Person with Benchmark Disability as defined under Section 2 (r) of the Rights of Persons with Disabilities Act, 2016 as amended from time to time, are exempted from the routine exercise of transfer/rotational transfer subject to the administrative constraints.
- (b) However, when such an employee/officer is to be transferred due to administrative exigency, their normal tenure for a post for normal category stations shall be 3 years, as against 4 years for other persons.
- (c) Further, they will be exempted from transfer to difficult and most difficult category stations.

12. Transfer Guidelines:

- (a) Officers against whom disciplinary proceedings in Vigilance cases are pending for major penalty may not be posted against sensitive posts.
- (b) Normally locally recruited employees may not be transferred as far as possible. But due to administrative exigency, promotion or on disciplinary grounds, such category of staff may be transferred within their administrative state/zone, when required.
- (c) Transfer of Non-Gazetted staff including equivalent PB employee categories posted at Non-Difficult stations may not be made as a matter of routine after expiry of normal tenure.
- (d) Every Officer/staff are expected to serve at least one tenure of 2-years or 1-year in difficult areas as notified, from time to time, in their entire career, within their zone or all India as per their eligibility of transfers. Normally, the longest serving employees will be transferred first, unless covered by any other clause of this transfer policy. However, in case of a promotion, the promoted employee may be transferred without comparing stay of incumbent official in that cadre/post.
- (e) To the extent possible, every employee may be given a chance of at least one posting of 4 years' tenure in his/her home town or nearest feasible station to his/her home town in state/ zone during his entire service.
- (f) One year retention may be granted to those officers whose children are studying in Class X or XII subject to administrative feasibility.
- (g) The employees, who have been provided specialised trainings in India or abroad or have attained specialised skills, may be transferred at specific unit/ establishments for specific roles and may be retained irrespective of his tenure at any stage of service.


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- (h) Officers, who are within two years of reaching the age of superannuation and already posted at the station of their choice, shall normally not be transferred, except in case of administrative exigency or promotion.
- (i) In cases where officers try to influence transfer through means other than proper channel, action may be taken as per Rule 20 of the CCS (Conduct) Rules. This rule envisages that "No Government servant shall bring or attempt to bring any political or other outside influence to bear upon any superior authority to further his interests in respect of matter pertaining to his service under government".
13. **Power to Relax:** CEO, PB may relax or modify the policy/ norms and criteria stated in this policy.

14. This issues with the approval of CEO, Prasar Bharati.


26/03/21
(Alok Kumar Sharma)
Director (Pers), PBS
Tel: 011-2311 8410

To,

1. DG,AIR;DG,DDn; DG, NSD AIR; DG, DD News
2. E-in-C (BO)/E-in-C(SI&CS)
3. All ADGs/DDGs, PB Network
4. Head (PBNS& DP)/Head of Sales PB/Head (Content Ops), National Zone, DDn.
5. DDG(Tech), PBS for uploading this order on e-office/website.
6. DDA, HRIS/SCOR, DG:AIR/DG:DDn
7. All AIR Stations/DD Kendras through respective SCOR Sections
8. Hindi Unit for Hindi Version
9. Officer Order Folder

Copy to:

1. SO to CEO
2. PPS to M(F)
3. O/o CVO, PB, Doordarshan Bhawan

Annexure I

APPLICATION FOR TRANSFER

01. Name in full (In Block Letters) :
02. Designation :
03. Whether appointed on Regular or Adhoc Basis :
If regular, probation has been terminated or not :
04. Present place of posting with Date of joining :
05. Whether the Station has been declared as difficult/Most :
Difficult station as per PB Transfer policy dated ____,
as amended from time to time.
06. Period of Leave during the term (In case of difficult/ :
Most difficult stations) :
07. Whether tenure has been completed :
08. Educational Qualification :
09. Date of Birth :
10. Date of Superannuation/ Retirement :
11. Present Residential Address :
12. Permanent Home Town Address :
13. IRLA No. Wherever applicable :
14. Date of appointment in service with entry grade & Designation :
15. Date of appointment in Present Grade :
16. The grounds/reasons for seeking transfer :
17. Details of trainings undergone :

18. If spouse is employed, give details including present place of posting :
19. Mother Tongue and other languages known :
20. Any other information relevant of considering transfer :
21. Name of three distinct places (cities) in the order of preference to which transfer is requested (All the three preferences must be given) : 1.
2.
3.
22. Are you ready to forego TA/ DA : Yes / No
23. Phone No & E-Mail address (if any for information) :
24. E-mail Addressee (if any) :

Signature of Candidate

Verification/ Recommendation by the Head of Office

The above particulars have been verified for non IRLA period from the service record and found to be correct.

Remarks of HoO:

Signature of Head of Office

Annexure II

INDEX CARD

01. Name of the officer (In Block Letters) :
02. Designation :
03. Whether appointed on Regular or Adhoc Basis :
If regular, probation has been terminated or not :
04. Present place of posting with Date of joining :
05. Whether the Station has been declared as difficult/Most :
Difficult station as per PB Transfer policy dated ____,
as amended from time to time.
06. Period of Leave during the term (In case of difficult/ :
Most difficult stations) :
07. Whether tenure has been completed :
08. Educational Qualification :
09. Date of Birth :
10. Date of Superannuation/ Retirement :
11. Present Residential Address :
12. Permanent Home Town Address :
13. IRLA No. Wherever applicable :
14. Date of appointment in service with entry grade & Designation :
15. Date of appointment in Present Grade :
16. Details of trainings undergone :
17. If spouse is employed, give details including :
present place of posting :

18. Mother Tongue and other languages known :

19. Past postings with full details in each Cadre/Grade :

S. No.	Designation	Period		Name of Station
1.				
2.				
3.				
4.				
5.				

20. Any, remark of HoO/ Zonal Head or any other information :
relevant of considering transfer.

Signature of Head of Office